

# MEDICAL ASSISTING, CERTIFICATE OF TECHNOLOGY

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## Information

The Medical Assisting program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains to enter the profession. In this program, medical assistant personnel will learn how to perform both administrative and clinical duties and to report directly to an office manager, physician, or other health practitioner. Administrative duties may include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, scheduling appointments, handling billing, and bookkeeping. Clinical duties vary according to state law but can include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting physicians during examination.

After completing the Medical Assisting program, the student earns a Certificate of Technology and is eligible to sit for various credentialing exams which includes the American Association of Medical Assistants (AAMA) exam to earn the Certified Medical Assistant (CMA) certification, the Registered Medical Assistant (RMA) exam to earn a certificate from the American Medical Technologists (AMT), and the National Center for Competency Testing (NCCT) exam to earn the National Certified Medical Assistant (NCMA) certification.

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.